

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

Subject: Request for HSA Contributions

I hope this message finds you well. I am writing to formally request the initiation of Health Savings Account (HSA) contributions through payroll deductions.

As part of my healthcare plan for the upcoming year, I would like to contribute to my HSA to help cover qualified medical expenses. I understand that my employer offers the option to contribute to an HSA and I would like to take advantage of this benefit.

I would like to set my contribution to [\$ Amount] per pay period, beginning on [Start Date]. Please let me know if there are any forms or additional information that you require from my end to facilitate this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title]